

INSTRUCTIONS FOR PESTICIDE PRIVATE APPLICATOR CERTIFICATE RECERTIFICATION FORM NO. PA-414

All sections on the application must be completed. **It is unlawful for any person to apply restricted-use or state-limited-use pesticides or regulated herbicides without a license or valid certificate.**

For assistance completing the application, call 1-800-TELL-TDA (835-5832). For the hearing impaired, call Relay Texas 1-800-735-2988 (voice) or 1-800-735-2989 (TDD/TT).

SECTION A

1. PRIVATE CERTIFICATE NUMBER

Private Applicator Certificates were issued from 1977 through 1989. The certificates never expire but certificate holders must earn 15 continuing education units (CEUs) every five years in order to keep the certificate current. The certificate must be current in order for the applicator to purchase or use restricted-use or state-limited-use pesticides or regulated herbicides. Enter your certificate number on this line.

SECTION B

1. APPLICANT INFORMATION

Information entered into this form will be used to generate your license. Enter all applicable information, including Social Security number. Social Security numbers are required to locate your previous certificate information.

Please provide your driver's license number and the issuing state. This number will then be used to replace your Social Security number. This is being done to help ensure the security of your identity.

2. PHYSICAL ADDRESS

Provide actual street address, not the mailing address, including directions to this location if the address is difficult to locate.

3. MAILING ADDRESS

Enter the address at which the applicant receives general correspondence, if different from physical address. If the mailing address is the same as the physical, check the box and leave the rest of this area blank.

4. CONTACT INFORMATION

All correspondence, licenses, and other documents will be sent to the Person to Contact at the email address listed. Approximately 30 – 45 days in advance of the expiration date of the license/certificate, the contact employee will receive a renewal invoice via email that will include a login ID and password to access TDA's internet website. The contact employee will then be able to conduct business related to their assigned license(s) online, including viewing their licenses, making changes to their company information, and renewing their licenses. A business can appoint one contact person to manage online all of the company's licenses.

SECTION C

1. SELF-CERTIFICATION OF CEU HOURS EARNED

Private certificate holders must obtain 15 CEUs to keep their certificate current. Two credits must be in laws and regulations and one in integrated pest management. You should receive a "certificate of completion" after each continuing education course you attend. The certificates will have the date of the course, the course number and breakdown of hours earned. Enter this information into the table provided. You are responsible for keeping these certificates for 12 months following your renewal date.

You can obtain a list of approved courses or other information on CEU courses by calling 1-800-TELL-TDA or (512) 463-7622 or by logging on to TDA's Web site http://www.agr.state.tx.us/pesticide/ceu/pes_ceuhome.htm

Certificate holders may also earn the required credits by passing a comprehensive recertification exam. This test costs \$50 for each attempt. After passing, an applicator will receive a certificate of completion for 15 CEUs.

A certificate holder who has never obtained a private applicator license may take the private applicator training and obtain a private applicator license instead of earning the CEUs. The license costs \$60, and the applicator will be required to earn 15 CEUs over the next five-year cycle. For information on private licenses, you may check TDA's Web site http://www.agr.state.tx.us/pesticide/brochures/pes_privbroc.htm or call the numbers above.

SECTION D

1. SIGNATURE

After reading the summary, print and sign your name, and date the form. Your signature here indicates that you have read the summary and that you are aware of your responsibilities regarding the issuance of the requested license.

SECTION E

Please note that an incomplete application may result in processing delays.

1. CHECKLIST

Check all boxes to verify you have completed the application process and attached/enclosed the necessary items.